



Green Tier

Less Waste, Lower Costs, Healthy Communities

Application Instructions

PUB-CO-501

August 2004

We're pleased you're interested in applying for Green Tier. These instructions will help guide you, section by section, through the 2 page Green Tier Application (Form 4800-022). The form is available on-line at: <http://dnr.wi.gov/org/caer/cea/environmental/documents/application.doc>. Please complete and save this form then email the completed form, with attachments, to your DNR Contact. Please be sure to provide all requested information and attachments. Incomplete applications will not be processed.

- **Check the box at the top of the form to indicate whether the application is for Tier 1 or Tier 2.**
- **NOTE:** Applicants for **Tier 2** of the program must submit a Letter of Intent, in addition to the Application, that provides to the department all of the following information:
 - Description of the involvement of interested persons in developing the proposal for maintaining and improving the applicant's superior environmental performance;
 - Names of the interested persons or the groups represented;
 - Description of the interests that those persons have in the applicant's participation in the program;
 - Outline of the provisions that the applicant proposes to include in the participation contract; and,
 - Explanation of how these proposed provisions are proportional to the incentives that the applicant proposes to receive under the participation contract.

I. Applicant Information

A separate application must be submitted for each facility or activity intended to be included in the program.

Applicant refers to the person or entity applying for Green Tier participation. In most cases, the applicant will simply be a person authorized to represent the facility or activity that is intended to be included in the program. This is the same person who signs the application. Less often, the applicant will be an entity such as a chartered organization whose members represent multiple facilities or activities. If the applicant is an entity rather than an individual person, please include the name and contact information of both the entity and an individual authorized to serve as a contact person for the entity.

II. Facility Information

Provide a unique name for the applicant if the applicant is not a discrete site or facility. For each facility or activity that is to be covered under the program, attach additional sheets. Identify all unique facility identification numbers that apply to the facility or activity.

III. Scope of Green Tier Participation

Whole-facility participation means that the applicant intends to include in the program all activities at all facilities included in Section II of the Green Tier application.

IV. Enforcement Record

Check either Yes or No for each question. For each Yes answer, provide the requested information and label it as Attachment 2.

V. Environmental Performance

Environmental Performance for Tier 1 participants means the effects, whether regulated under chs. 29 to 31, 160 and 280 to 299 or unregulated, of a facility or activity on air, water, land, natural resources, and human health.

Superior Environmental Performance under Tier 2 means environmental performance that results in measurable or discernible improvement in the quality of the air, water, land, or natural resources, or in the protection of the environment, beyond that which is achieved under environmental requirements and that may be achieved in ways that include all of the following:

1. Limiting the discharges or emissions of pollutants from, or in some other way minimizing the negative effects on air, water, land, natural resources, or human health, of a facility that is owned or operated by an entity or an activity that is performed by the entity to an extent that is greater than is required by applicable environmental requirements.
2. Minimizing the negative effects on air, water, land, natural resources, or human health of the raw materials used by an entity or of the products or services produced or provided by the entity to an extent that is greater than is required by applicable environmental requirements.
3. Voluntarily engaging in restoring or preserving natural resources.
4. Helping other entities to comply with environmental requirements or to accomplish the results described in item 1. or 2. above.
5. Organizing uncoordinated entities that produce environmental harm into a program that reduces that harm.
6. Reducing waste or the use or production of hazardous substance in the design, production, delivery, use, or reuse of goods or services.
7. Conserving energy or nonrenewable natural resources.
8. Reducing the use of renewable natural resources through increased efficiency.
9. Adopting methods that reduce the depletion of, or long-term damage to, renewable natural resources.

VI. Environmental Management System (EMS)

The scope of the applicant's environmental management system should be at least as broad as the scope of Green Tier participation (see Section III). For example, if your scope for Green Tier covers fleet operations and water discharges, your EMS must cover at least those two activities as well.

Functionally equivalent EMS means an environmental management system that includes all of the following elements and any other elements that the department determines are essential elements of International Organization for Standardization standard 14001:

1. Adoption of an environmental policy that includes a commitment to compliance with environmental requirements, pollution prevention, and continual improvement in environmental performance.
2. An analysis of the environmental aspects and impacts of an entity's activities.

3. Plans and procedures to achieve compliance with environmental requirements and to maintain that compliance.
4. Identification of all environmental requirements applicable to the entity.
5. A process for setting environmental objectives and developing appropriate action plans to meet the objectives.
6. Establishment of a structure for operational control and responsibility for environmental performance.
7. An employee training program to develop awareness of and competence to manage environmental issues.
8. A plan for taking actions to prevent environmental problems and for taking emergency response and corrective actions when environmental problems occur.
9. A communication plan for collaboration with employees, the public, and the department on the design of projects and activities to achieve continuous improvements in environmental performance.
10. Procedures for control of documents and for keeping records related to environmental performance.
11. Environmental management system audits.
12. A plan for continually improving environmental performance and provision for senior management review of the plan.

VII. Tier 1 Applicant Statement of Commitments

If you are applying for **Tier 2** participation, leave this section blank.

VIII. Tier 2 Applicant Statement of Commitments

If you are applying for **Tier 1** participation, leave this section blank.

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- Send the original, signed Green Tier Application (Form 4800-022) and attachments, along with a Letter of Intent if you are applying for Tier 2 participation, to:

MARK MCDERMID, DIRECTOR CO/7
DNR BUREAU OF COOPERATIVE ENVIRONMENTAL ASSISTANCE
PO BOX 7921
MADISON WI 53707-7921

Questions? Contact Mark McDermid, 608/267-3125 or mark.mcdermid@dnr.state.wi.us.

For more Green Tier information visit: dnr.wi.gov/org/caer/cea/environmental/index.htm